

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 08/17/16

CLOSING DATE: 08/24/16 (4:30 PM)

SCDC INTERNAL TITLE: PROP & INV CTRL MGR SCDC POSITION #: 017367
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0730 AM - 0400 PM
LOCATION: CANTEEN WHSE INVENTORY/DISTRIBUTION, COLUMBIA (RICHLAND)

STATE JOB TITLE: SUPPLY MANAGER I STATE JOB CLASS: AC07
PAY BAND/LEVEL: 04 A
BAND: 04 SALARY RANGE \$ 026988 - \$ 049932 SPECIAL INCENTIVE: NO
HIRING SALARY RANGE: \$ 026988 - \$ 030967 SCEIS POSITION #: 61016836

MINIMUM AND ADDITIONAL REQUIREMENTS:

A HIGH SCHOOL DIPLOMA AND WORK EXPERIENCE DIRECTLY RELATED TO THE AREA OF EMPLOYMENT.
(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE HUMAN RESOURCES). MUST HAVE TWO (2) YEARS WAREHOUSING EXPERIENCE TO INCLUDE KNOWLEDGE OF SHIPPING, RECEIVING, INVENTORY, ETC. MUST HAVE A VALID SOUTH CAROLINA COMMERICAL DRIVERS LICENSE (CDL/CLASS A) OR HAVE THE ABILITY TO OBTAIN ONE WITHIN SIX (6) MONTHS OF HIRE DATE.

DESCRIPTION OF DUTIES:

ASSISTS IN THE SUPERVISION/MANAGEMENT OF A LARGE WAREHOUSE OPERATION ENTAILING THE RECEIPT, STORAGE AND DISTRIBUTION OF APPROXIMATELY 16 MILLION DOLLARS IN MERCHANDISE TO 29 INSTITUTIONS THROUGHOUT THE STATE. ENSURES MERCHANDISE PURCHASED BY THE CANTEEN WAREHOUSE IS PROPERLY RECEIVED, VERIFIED, DOCUMENTED, ROTATED AND STORED. MONITORS STOCK LEVEL OF WAREHOUSE AND NOTIFIES SUPERVISOR WHEN STOCK LEVEL GETS LOW AND MUST BE REPLENISHED. PARTICIPATES IN ALL QUARTERLY WAREHOUSE INVENTORIES AS NEEDED. ENSURE INMATE WORKERS PULL WAREHOUSE ORDERS IN A TIMELY MANNER. ENSURES THE TIMELY, ACCURATE AND SAFE LOADING OF MERCHANDISE ONTO DELIVERY VEHICLES. MUST POSSESS COMMERICAL DRIVERS LICENSE (CDL) IN ORDER TO DRIVE CANTEEN DELIVERY VEHICLE FOR TRANSPORTATION OF PRODUCTS FROM WAREHOUSE TO INSTITUTIONAL CANTEENS.